

BENEFITS ANALYST (MPS)

THE PURPOSE: Performs and assists in various benefit administration functions for the school district's health, dental, and life insurance, and flexible and dependent care spending accounts. Performs maintenance functions for the PeopleSoft benefits administration system and interrelated payroll and HRMS systems.

ESSENTIAL FUNCTIONS:

- ◆ Processes outbound eligibility and enrollment interfaces with vendors and maintains functional benefit set-up in PeopleSoft.
- ◆ Develops, prepares and maintains procedural manuals for the administration of all employee benefits. Maintains internal benefit summaries, rates and spreadsheets, summary plan descriptions and plan document language.
- ◆ Administers and audits all employee generalized payroll deductions to include union dues and savings bonds, executive long-term disability and Medicare Part B reimbursement payments.
- ◆ Assists in benefit enrollment processes and communications including the analysis, audits and review of internal administration or benefit eligibility provisions.
- ◆ Analyzes costing and related administration expenses of union benefits proposals and designs an historical cost record system.
- ◆ Performs research on various benefits as directed.
- ◆ Coordinates and prepares benefit statements and other benefit communications.
- ◆ Develops, updates and maintains all employee and retiree communications, forms and applications in compliance with applicable laws.
- ◆ Prepares various reports and benefit surveys as directed.
- ◆ Resolves day-to-day service issues with both internal and external providers.
- ◆ Provides assistance and back-up to other benefits staff as necessary.
- ◆ Actively supports the MPS Strategic Plan.
- ◆ Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Human Resources Management, Business Administration or related field from an accredited college or university.
2. Two years of professional experience in the administration of employee benefit programs and insurance plans.
3. Residency in the City of Milwaukee within one year of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS:

1. Knowledge of PeopleSoft 9.0 benefit administration modules.
2. Status as a Certified Employee Benefits Specialist.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- ◆ Familiarity with a variety of employee benefit plans and applicable laws.
- ◆ Ability to apply good diagnostic, analytical and evaluative skills.
- ◆ Strong oral and written communication skills.
- ◆ Excellent organizational and planning skills.
- ◆ Ability to maintain confidentiality.
- ◆ Must be responsive to unanticipated needs and able to handle numerous projects with differing and established deadlines.
- ◆ Ability to work with a wide range of individuals and constituencies in a diverse community.
- ◆ Proficiency with MS Office to include Word and Excel.

THE CURRENT SALARY RANGE IS: \$46,562 to \$67,517 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training & experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after April 23, 2010. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.